

Adopted: September 2001 , Revised: October 2003

Class Title: **Assistant Director of Neighborhood & Leisure Services for Neighborhood Development**

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs a full range of management and leadership responsibilities including planning, organizing and directing neighborhood improvement, youth development, code compliance activities and operations for the Neighborhood and Leisure Services (NLS) Department. Under the direction of the NLS Director, the incumbent will oversee the delivery of a range of community development services, youth development services and the administration of the Uniform Statewide Building Code for Property Maintenance, neighborhood service centers, environmental code compliance as well as provide highly responsible and complex administrative and management support to departmental operations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Develops the Neighborhood Development annual budget for the general fund and capital improvement projects; forecasts, prioritizes and recommends service levels and funding requirements for neighborhood improvement programs and projects; assists division managers in monitoring and analyzing financial data on a quarterly basis; oversees the annual evaluation of service charges and users fees.
2	S	Identifies service levels and assigns projects and programmatic areas of responsibility; reviews and evaluates neighborhood improvement and youth development activities and code compliance procedures; meets with staff to identify and resolve problems and issues.
3	S	Facilitates and coordinates development of the department strategic operations plan, business plans, goals, objectives and priorities.
4	S	Assists the director in establishing, within city policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates and monitors resources for service delivery.
5	S	Assists in planning, directing and coordinating, through managers and staff, the department work plan for community betterment including neighborhood services, youth development, and code compliance.
6	S	Monitors and assesses trends and innovations for neighborhood improvement and community development; identifies opportunities for continuous improvement; directs and implements strategic system and process changes.
7	S	Plans, organizes and administers comprehensive long and short-range planning activities and makes appropriate recommendations for changes.
8	S	Identifies, evaluates and presents recommendations regarding alternative strategies for service delivery, funding, revenue enhancements, and service level recommendations.

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Physical Strength Code		ESSENTIAL FUNCTIONS
9	S	Facilitates the administration of departmental financial and procurement activities with the support of the Business Systems Manager.
10	S	Manages the timely preparation and delivery of high quality correspondences to the director, city administration, city council, residents and other customers.
11	S	Facilitates and coordinates code compliance activities with the Chief of Neighborhood Preservation, the code official, the city attorney and other code compliance partners.
12	S	Remains current with statutory requirements, case law directives and professional standards for community development.
13	S	Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and facilitates employee training, development and recognition programs.
14	S	Analyzes and reviews performance measurement data; monitors and authorizes program changes in accordance with established guidelines to enhance productivity and customer service.
15	S	Coordinates grant research, development and implementation, and other types of financial and operational awards; seeks supplemental sources of funding; ensures compliance with municipal procedures for outside funding.
16	S	Responds to neighborhood inquiries by investigating and resolving difficult and sensitive complaints or by collaborating with other appropriate departments and/or agencies for resolution.
17	S	Manages and oversees capital improvement projects, conducts analysis and evaluations; prepares written reports as requested; conducts surveys and presents data for management action as needed.
18	S	Interprets, communicates and markets department programs, policies and activities; negotiates and resolves sensitive and controversial issues; recommends and administers municipal policies and procedures.
19	S	Provides staff assistance to the director and city administration including providing assistance with state legislative issues affecting neighborhood development; participates on a variety of boards, commissions and committees; prepares and present related staff reports and other necessary correspondence.
20	S	Serves in a leadership role in partnership with other departments to develop and implement a revised municipal comprehensive master plan.
21	S	Directs large, special projects and events with the general public and private agencies.
22	S	Performs related duties and responsibilities as required.

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CLASS REQUIREMENTS	
Formal Education / Knowledge	Requires a Bachelors degree from an accredited college or university with major course work in urban planning, community planning urban studies public administration or related field; masters degree in related field preferable.
Experience	At least six years of increasingly responsible experience in the field of public administration, community planning, neighborhood development and community development, including three years of managerial and supervisory responsibility in a mid to large size urban municipality.
Certifications and Other Requirements	Valid driver's license
Reading	Work requires the ability to read advanced level reports, journals, graphs, spreadsheets, codes, legal contracts, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as advanced financial calculations.
Writing	Work requires the ability to write advanced level proposal requests, contracts, ordinances reports, and general correspondence.
Managerial	Managerial responsibilities include extensive strategic planning, administrative and financial functions, legal functions, various department improvements, and code violations.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings
Lifting	O	Office supplies, files, reports
Carrying	O	Office supplies, files, reports
Pushing/Pulling	O	File cabinet drawers, chairs
Reaching	F	Office supplies, reports, telephone
Handling	F	Office supplies, records, reports
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	
Bending	O	Picking up supplies, transporting materials
Twisting	O	To/from computer, desk, and telephone
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Computer monitor, reading, writing, supervision of staff, driving
Hearing	C	Communicating with personnel and general public, meetings
Talking	F	Communicating with personnel and general public, meetings
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: October 2003**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, adding machine, telephones, calculator, general office supplies, computer, printer, standard Microsoft Windows and Office software, Internet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)